



NORWICH POLICE DEPARTMENT

CHIEF OF POLICE

DOUGLAS A. ROBINSON



P.O. Box 311 ~ 10 Hazen Street ~ Norwich VT 05055 ~ 802-649-1460 ~ FAX 802-649-1775 ~ E-MAIL Doug.Robinson@Vermont.gov

**TOWN OF NORWICH
OFFICE OF CHIEF OF POLICE
NORWICH, VERMONT**

INVITATION TO BID

Sealed bid proposals, plainly marked "POLICE DEPARTMENT CRUISER" on the outside of the envelope, addressed to the Police Chief; P.O. Box 311, 10 Hazen Street, Norwich, Vermont 05055, will be accepted until Monday, May 23rd at which time all bids will be publicly opened and read aloud.

Scope: The Norwich Police Department is seeking to purchase One (1) 4 X 4 SUV POLICE PACKAGE

Specifications for the new vehicle and proposal forms may be obtained from the Police Chief at the above address or by calling the Norwich Police Department at (802)649-1460. Bid packets will also be available on the towns website at <http://norwich.vt.us> under the proper heading.

The Town of Norwich reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the Town. Please continue on the following pages for the complete document.

INSTRUCTION TO BIDDERS

Preparation of Bid Proposal

- A. The Bidder shall submit its proposal upon the form furnished by the Town (attached). Prices shall be given in both words and figures.
- B. Corrections made to amounts or information requested on the bid form should be made by crossing out the error and entering the new price or information above or below it. The correction must be initialed. In case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.
- C. The bidder's proposal must be signed by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture; by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, his name and post office address must be shown; by a partnership in the name and post office address of each partnership member must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business addresses of the President, Secretary, and Treasurer.
- D. All words, figures, corrections shall be in ink or typed. All signatures shall be in ink.

Delivery of Bid Proposals

When sent by mail the sealed proposal shall be addressed to the owner at the address and in care of the official in the office of which the bids are to be received. All proposals shall be filed prior to the time and the place specified in the invitation for bids. Proposals received after the time for opening of the bids will be returned to the bidder, unopened. Faxed bid proposals are not acceptable.

Withdrawal of Bid Proposals

A bidder will be permitted to withdraw his proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

Public Opening of Bid Proposals

Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present.

Irregular Proposals and Disqualification of Bidders

Bid proposals that are irregular may be rejected. Irregular bid proposals include the following:

- A. Failure to use the bid form provided or alteration of the form.
- B. Unauthorized additions, conditional or alternated bids, incomplete bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
- C. The addition of any provision reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.

Bidders may be disqualified and the bid proposal rejected for the following reasons:

- A. More than one proposal for the same work from an individual, firm, or corporation under the same or different name;
- B. Evidence of collusion among bidders;
- C. Failure to submit all required information requested in bid specifications;
- D. Bidder is not qualified or able to provide the services or product(s) described in the bid specifications; or
- E. Disqualification is in the best interest of the Town of Norwich.

AWARD

Consideration of Proposals and Award

After the proposals are opened and read, bid results will be available to the public. In case of discrepancy between the prices written in words and those written figures, the prices written in words shall govern.

If an award is made, it will be made to the lowest, responsible, qualified bidder whose proposal complies with all the requirements prescribed. The successful bidder will be notified by mail at the address indicated on the proposal.

Reservation of Rights

The Town reserves the right to cancel the award at any time before final notification of the successful bidder without any liability against the Town. The Town of Norwich reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the Town.

**TOWN OF NORWICH
OFFICE OF CHIEF OF POLICE
NORWICH, VERMONT**

**POLICE DEPARTMENT
BID LIST**

POLICE CRUISER

Quantity: One (1) Police Package SUV

Include the following Vehicle Requirements:

Standard Features:

All Standard Package (Interior, Exterior, Power Train/Functional, Safety/Security) as delineated below:

INTERIOR

Air conditioning – Manual with wide-open throttle cutoff

Audio – AM/FM Stereo

****** Back-Up Camera ******

Floor Covering – Heavy-duty rubber

Fuse Panel – Labeled for easy access on instrument panel

Glove Compartment – Illuminated, lockable

Instrument Cluster – With analog gauges

Integral front-door map pockets

Interior Trunk Release – Powered release in drivers compartment

Light Bar Connector – 40-amp battery circuit

Lights – overhead dome, front map and trunk – **“Black Out mode”**

Mirror – day/night inside review

Rear-access Power Point – Provides 100 amps of current for trunk-mounted equipment

Scuff Plates – Color-keyed, front and rear

Seat – rear vinyl bench, excludes center armrest

Seats – Front cloth buckets with power lumbar driver’s seat and manual recline

Speedometer – Electronically certified calibration

Windows – Power with one-touch-down driver’s –side feature

POWERTRAIN/FUNCTIONAL

Alternator – High-output, 200-amp maximum; 132-amp at idle (80 degrees F/26.5 degrees C)

Automatic 4-speed Transmission

Battery – Maintenance-free, 78-amp-hr (750 CCA)

Brakes – Power with Anti-lock Brake System (ABS)

Coolant Recovery System

Defroster – Rear-window

Engine Oil Cooler

Exhaust System – Dual stainless steel

Fail-safe Engine Cooling System

Frame – Heavy-duty hydro formed body-on-frame construction

Fuel Tank – 19-gallon (71.9-liter) capacity

Ignition System – Coil-on-plug distributorless electronic

Parking Brake – Manual release

Shock Absorbers – Heavy-duty

Stabilizer Bars – Front and rear

Steering – Speed-sensitive, variable-assist power rack-and-pinion with power steering oil cooler

Suspension – Heavy-duty

Transmission Oil Cooler – Oil-to-air

EXTERIOR

Color - Black

Glass – Solar-tinted

Hub Caps – Snap-on steel

Mirrors – Black, power side view foldaway

Paint – Clear coat black

Radio Antenna – Integral in rear window

Spare Tire – Conventional (full-size)

Tires – P235/55R17 speed rated

Wheels – 17” x 7.5” heavy-duty steel rims

Required Optional Features:

Trunk Release Ignition Power on Door

Radio Suppression Straps

Side Impact Airbags

Fleet Keyed alike

Grill Wiring

Front Door Molding installed

Power Locks

Power lock disconnect with engine running

License Plate Bracket

Drivers side spot light - LED

SAFETY/SECURITY

Airbags – Dual-stage driver and front passenger

Personal Safety System – Side-intrusion door beams

Battery Saver – Turns off lights after 30 minutes

7 year/100,000 mile Warranty

Please include a list of all cruiser features in your bid.

**TOWN OF NORWICH
OFFICE OF CHIEF OF POLICE
NORWICH, VERMONT**

BID PROPOSAL FORM

Cruiser Price:

In Figures \$ _____ Price in Words \$ _____

Total delivery charge:

In Figures \$ _____ Price in Words \$ _____

Warranty: 7 year/100,000 Power train Care Extended Warranty

In Figures \$ _____ Price in Words \$ _____

Total / Delivery / Warranty:

In Figures \$ _____ Price in Words \$ _____

Grand Total Bid:

In Figures \$ _____ Price in Words \$ _____

DELIVERY NEW VEHICLES: Bidder must state approximate number of days from award that delivery will be made. Not to exceed 80 days. Bidder must deliver cruisers to a sight determined by the Norwich Police Department. Bidder must pre-schedule the delivery date for the new vehicles with the Chief of Police.

The undersigned agrees that he/she on behalf of Bidder has read the bid proposal documents, the instruction to bidder's specifications and agrees to the terms and conditions set forth herein. Bidder understands that bid prices shall include delivery FOB to the address identified in the bid documents and bid price shall be firm for at least 45 days.

Bidder further agrees that this bid is not made jointly or in conjunction, cooperation or collusion with any person, firm, corporation or other legal entity.

Bidder agrees no officer, agent or employee of the Owner is directly or indirectly interested in this Bid.

Submitted by Authorized Agent:

Print Name and Title: _____

Signature: _____

Date: _____

Company: _____

Address: _____

City/State/Zip: _____

E-mail address: _____

Telephone: _____

Fax: _____